



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

Canc: Jan 06

MCBBul 5110

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25 Jan 05

MARINE CORPS BASE BULLETIN 5110

From: Commander
To: Distribution List

Subj: POST OFFICE (PO) BOX ISSUANCE FOR ALL PERMANENT PERSONNEL
BACHELOR ENLISTED QUARTER (BEQ) RESIDENTS

Encl: (1) List of Affected BEQs
(2) PO Box Issuance Status Report as of 14 January 2005

1. Purpose. To establish 28 February 2005 as the PO Box issuance deadline for personnel residing in the BEQs listed in enclosure (1).

2. Background. In August 2004, a proposal was approved to procure PO Boxes to be placed in the barracks listed in enclosure (1). In November 2004, unit commanders received an information packet from the Base Adjutant regarding this initiative. The PO Box cabinets are in place and the Marines of the Base Post Office have been issuing PO Boxes since late November. However, as indicated in enclosure (2), many residents have not yet been issued their PO Box. The benefits of this initiative include:

a. The BEQ residents receive mail in their "homes" vice via their unit/section mail orderly, which is a significant improvement in their quality of life.

b. Manpower requirements to effect delivery of personal mail are reduced.

c. The amount of mail that unit/section mail orderlies sort and deliver is reduced.

d. The mail forwarding process for BEQ residents upon reassignment is streamlined.

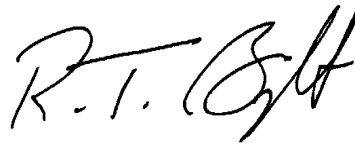
3. Action. In order to achieve the objectives listed above, unit commanders will:

a. Ensure all BEQ residents residing in the barracks listed in the enclosures are issued a PO Box no later than 28 February 2005.

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b. Advise BEQ residents that, effective 1 March 2005, personal mail for those who have not been issued a PO Box will be returned to sender.

c. Contact the Base Postal Chief (DSN 278-2822) not later than 31 January 2005 to coordinate a time and location for personnel to be issued their PO Box.

A handwritten signature in black ink, appearing to read "R. T. Bright". The signature is stylized with a large, looped "B" and a trailing flourish.

R. T. BRIGHT
Chief of Staff

DISTRIBUTION: A

LIST OF AFFECTED BEQs

Bldg 2001
Bldg 2002
Bldg 2003
Bldg 2005
Bldg 2046
Bldg 2074
Bldg 2106
Bldg 2116
Bldg 27266
Bldg 24000
Bldg 24001

PO BOX ISSUANCE STATUS REPORT AS OF 14 JANUARY 2005

Bldg #	# of Residents	# Boxes Issued	% Complete
2001	166	87	52.40%
2002	116	61	52.60%
2005	162	93	57.40%
2046	259	145	56.00%
2074	278	116	41.70%
2106	178	172	96.60%
2116	42	23	54.80%
27266	31	31	100.00%
24000	78	27	34.60%
24001	83	44	53.00%